



Bowhill Primary School

Full Governing Body Meeting

Minutes

Date of meeting	28 th November 2017							
Time of meeting	5:00 p.m.	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks (Headteacher)	CB	STH	Reg Edwardson	RE	COO
			Joanne Radford	JR	COO	Matthew Giles (Chair of T&L)	MG	PAR
			David Pryke	DP	FOU	Rod Ruffle	RRe	LA
			Stephen Cousely (Deputy Chair)	SC	COO	Emma Walker-Brown (Deputy Chair of Resources)	EW	PAR
			Ruth O'Neale (Chair)	RO	PAR	Rod Ruffle (Chair of Resources)	RR	LA
			Lizzie Clough (Chair of Pay)	LC	PAR			
Room	Year 6/2							
		Apologies	Debra Ward	DWd	STF			
In Attendance	Caroline Havard	CH	Minute-taker					
Minutes to	Attendees							
	Apologies							
	School Website							

Agenda Number	Details of Discussion	Actions
1	<p>1.1 Welcome & Apologies</p> <p>RO welcome all Governors to attend the meeting. Apologies received as above and sanctioned.</p>	

	<p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None Declared.</p> <p>1.3 Fire Alarm</p> <p>RO outlined: There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground</p>	
2	<p>Safeguarding Training presented by Jessica Crabtree (JC) Parent Support Advisor)</p> <p>JC delivered the annual (level 2) safeguarding training.to those present. A copy of JC's presentation will be circulated to all governors after the meeting by RO.</p> <p>JC also showed governors safeguarding tips cards, which have been distributed to staff as well as posters, which are displayed around the school to give confidence to staff when dealing with safeguarding issues. JC also explained the new no mobile phone policy, which applies to all school visitors as well as staff.</p> <p>In addition to the annual training JC spoke to governors about the new national Operation Encompass, which aims to tackle the effects of domestic abuse on children. Governors were informed that Operation Encompass was launched at Bowhill school yesterday.</p>	RO
3	<p>Approval of Minutes from the AGM Meeting held on Tuesday 12th September 2017</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the RO in the absence of a Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as accurate records of the meeting and signed by RO.</p>	
4	<p>To discuss matters arising from the minutes</p> <p>Actions completed:</p> <ul style="list-style-type: none"> ➤ Governors' training record was circulated to all Governors; ➤ The Minutes for ELAT meeting on 17 July 2017 were circulated; ➤ EW brought a question about school house information to the ELAT meeting ➤ The final version of SEF was circulated and was approved by Governors. 	
5	<p>Questions to the Headteacher</p> <p>None raised prior to the meeting.</p>	
6	<p>Ratification of SEF/SMIP</p> <p>RO confirmed that the new MAT SIP template had been circulated to all governors since the last meeting, and governors commented on the improved format. It was noted there is a new section for Governors and this includes a commitment to at least annual training/network events.</p>	

7	<p>Receive reports (including Safeguarding Audit and annual report on SEN provision) and approve minutes from Committees and consider implications, actions, and decisions.</p> <p>Safeguarding Audit: CB confirmed that JC and herself are on track with preparing the annual safeguarding audit, which needs to be submitted online to Babcock by 31 December 2017.</p> <p>A Babcock consultant has in addition been booked to come and carry out a six hour safeguarding audit and will be looking at safeguarding provision across the school. CB confirmed that the Heads have been spending time in the four schools and have all been looking at the single central records of the others. New information (an additional column) is now being required and any gaps in information need to be kept on top of. CB reported that the majority of forms are fine but that main issue to date has been in relation to staff who were employed by previous schools on the site pre-Bowhill. CB confirmed that she has taken advice on how best to address any gaps and is carrying out risk assessments for those individuals. Once this is complete CB will meet with JR, and RO will need to sign this off.</p> <p>RO asked whether the situation was the same in the other schools.</p> <p>CB confirmed that it is. and that by working together they are able to address any anomalies.</p> <p>JR (safeguarding governor) added that she had not had the opportunity to speak to JC this term but that she was very aware that referrals had increased and that JC was spending considerable school time chasing social work referrals as timeframes were not always being respected. The Governors recognised that this additional work required by the school is largely due to changes of personnel and budgetary cuts in the social care system.</p> <p>Annual report on SEN provision: RO confirmed that paper copies had been circulated to Governors by Helen Eustace (HE) for their comments.</p> <p><u>Action: All governors to review the annual SEN report and raise any questions with EW, who will discuss these with HE.</u></p> <p><u>Action: RO to circulate electronic version of this report to all governors.</u></p> <p>RR asked what happens now that the additional funding for statemented children has been removed.</p> <p>CB replied that more staff time has to be delegated and this is notable in Foundation classes, where although some applications are in place, regular staff are managing those children. These include children who have arrived from pre-school having not had support previously.</p>	<p>All governors</p> <p>RO</p>
8	<p>Children in Care:</p> <p>CB confirmed that there are the same 2 children in care as there were at the last meeting. One of these children also has SEN, so meetings are also regularly attended by HE.</p> <p>RO asked whether the launch of Operation Encompass will increase the demands on schools.</p>	

	<p>CB confirmed that there is already an increase in the safeguarding workload, which is being met by herself and JC. They are spending increased time chasing up referrals they have made, which is due in part to the regular turnover of social care staff.</p>	
9	<p>To note and agree the minutes and actions from recent chairs committee meetings and any matters arising</p> <p>RO confirmed that these had been circulated to all governors and no queries had been received. the next chairs' committee meeting will be on 12 December 2017. RR gave his apologies for this meeting.</p>	
10	<p>Ratify policies recommended by Committees.</p> <p>From T&L committee:</p> <ul style="list-style-type: none"> ➤ BEHAVIOUR AND DISCIPLINE POLICY ➤ PHYSICAL INTERVENTION POLICY ➤ ANTI-BULLYING POLICY ➤ SEF/SMIP <p>From Resources committee:</p> <ul style="list-style-type: none"> ➤ Best Value Statement ➤ buildings/H&S risk assessment ➤ Intimate Care Policy ➤ Consider Headteacher and Deputy Headteacher Pay following appraisals. ➤ FRS report ➤ SEF/SMIP <p>All of the above have been circulated and were adopted by all governors. CB confirmed that slight amendments had been made to the Intimate Care Policy, and that some additional information had also been added.</p> <p>RESOURCES COMMITTEE: RR ran through the main points from minutes from Resources meetings in September and November, which had been circulated to all governors in advance of the meeting. He flagged that the financial year for the school now runs from 1 September to 31 August and shared his concerns about a perceived lack of governmental support in keeping schools on financial track. RE confirmed that the CFO is responsible for this and reassured governors that the school's accountants have financial expertise in advising MATs.</p> <p>RR also spoke at length about the Condition report and confirmed that Mark Burnard (MB) will be asked to provide an update on the building survey to the Governors.</p> <p><u>Action: RR to invite Mark Burnard to update the Governing Body on the Building Survey.</u></p> <p>RR also confirmed to Governors that school is meeting the recommendation of keeping 3 to 4 months spend as a carry forward, and that he will share information from his recent financial training session with CB.</p> <p><u>Action: RR to forward projections under new school funding format to CB, which he received at recent finance training.</u></p> <p>Both DP and RR reported that they had also attended a DAG training session which included financial competencies.</p>	<p>RR</p> <p>RR</p>

	<p>PAY COMMITTEE: LC confirmed that no date has been set for a Spring meeting yet, as this may not be needed.</p> <p>TEACHING AND LEARNING COMMITTEE: RO reported that she had raised a query about governors using personal email addresses due to GDPR (general data protection regulations), which is to come into force in May 2018. She has also raised this with the MAT business manager Allison in relation to the MAT. In the meantime Adam Wardknott had set up school accounts for all governors as this is recommended best practice (but not a requirement). In the event of a complaint or subject access request, it was agreed that this would be much easier to respond to.</p> <p>CB added that she is very keen for the governing body to follow best practice and correspond using the school's IT system.</p> <p>Some Governors have already activated their new email accounts and instructions have been emailed to everyone to facilitate this transfer.</p> <p><u>Action: All Governors required to activate new school email accounts by 1 January 2018.</u></p>	<p style="text-align: center;">All Governors 1/1/18</p>
11	<p>Receive and discuss Headteacher's report & raise questions on pupil performance data /Analyse School Performance Service</p> <p>CB confirmed that the figures for phonics were missing but that they were in the high 80s and well above the national average.</p> <p>The areas which require focus (flagged in red) were discussed.</p> <p>CB reported that Stephen Brooks is currently doing a middle leadership course, and will be undertaking a project as part of this course, which will focus on the priority area of girls' attainment in maths.</p> <p>SC asked about what was being done in relation to the surfacing of the playgrounds, which is a health and safety priority.</p> <p>CB confirmed that both the playground and the roof are the main 'condition' issues, which currently need addressing. Someone will be coming to take photographs of the roof and Allison has gone through the school's accident book and taken the evidence she needs from that for the Condition report. CB has also taken photos of injuries sustained by pupils in the playground, with their parents' consent, and forwarded these to Allison. CB explained that the work required is more complicated than resurfacing as the drainage system will also require work, making the estimated costs considerable.</p> <p>RO stressed the importance of governors being able to access data themselves and asked whether governors could have login access details for ASP and FFT.</p> <p><u>Action: CB to look into this and report back to Governors. DP to forward CB a useful link on this issue.</u></p> <p>DP asked whether as governors there is enough focus on pupil progress each term, and whether the governing body picks up when progress targets are not being met.</p>	<p style="text-align: center;">CB/DP</p>

	<p>CB confirmed that there are regular pupil progress meetings and that all teachers provide half termly updates. Data is due in this Friday and RO reminded all governors that it is imperative to keep checking data for themselves.</p>	
12	<p>Receive Pupil Premium Report from PP lead</p> <p>It was agreed that this report be presented to the Spring meeting.</p> <p><u>Action: RR to prepare pupil premium report for next FGB.</u></p> <p>CB confirmed that her role within the MAT Heads group is to look at pupil premium across the schools. The difference in numbers between the schools was noted by Governors and CB reported that she has been visiting other schools recently looking at writing in particular. She visited Alphington Primary with Justin and St Thomas with Debbie and has spoken to teachers and pupils at length. Reports are written at the end of the afternoon to an agreed format and shared.</p> <p>RR confirmed that the recent financial training he attended focused on Pupil Premium. RO noted that at recent governor training sessions she had felt encouraged that (despite the current gap) Bowhill were on top of pupil premium issues with designated PP leads.</p> <p>CB reiterated that the Heads will continue to check respective single central records together and share ways of addressing any gaps, before Iris transfers the data over to the new system.</p>	RR
13	<p>Agree targets for performance for all year groups on recommendation by T&L and ensure pupil targets for all year groups are agreed and set by FGB by the end of (Autumn) term</p> <p>RO confirmed that this has been covered in T&L. CB recapped on annual targets for reading writing and maths, Foundation Stage and the separate targets for PP children adding that although they are aspirational they are also realistic.</p> <p><u>Action: CB to circulate performance targets for all year groups to all Governors.</u></p>	CB
14	<p>Consider benchmarking statistics from the Resources Committee, Agree action points and timescale.</p> <p>RR asked if there is a way of benchmarking academies, as has been done previously by governors between local authority schools.</p> <p>RO advised RR to look at the Department for Education website online tool, which can benchmark spending.</p> <p>All governors agreed to consider this again at the Spring Meeting, so that there is sufficient time to look at this properly.</p> <p>DP asked how governors benchmark attainment with other schools in Devon.</p>	

	<p>CB confirmed that the FFT can do that.</p> <p><u>ACTION: EW to ask Allison if there is any benchmarking requirement for the MAT.</u> <u>ACTION: RO to forward benchmarking link to all</u></p>	<p>EW RO</p>
15	<p>Organise Annual Review of school with School Improvement Officer and agree how this will be reported back to GB</p> <p>RO confirmed that this has now been superseded by the MAT calendar of reviews and that there will be another review (internal only) in the Spring term.</p>	
16	<p>Agree term dates including non pupil and inset days on T&L recommendation</p> <p>No changes have been proposed by T&L and CB confirmed that school has adopted the Devon-wide term dates, which are available on the website.</p>	
17	<p>Consider change of school hours</p> <p>This was recognised as a standard agenda item. RO confirmed that no feedback from parents had been received and it was agreed that there would be no change of school hours proposed.</p>	
18	<p>Receive feedback from training undertaken & assess impact (skills audit/training audit)- Lizzie</p> <p>RO thanked LC for all her good work in this area. LC added that three governors have attended training this term and that another three have requested training for next term.</p>	
19	<p>Identify governor/clerk training needs</p> <p>RO reminded all governors that they need to be attending at least one training session or update each year.</p> <p>LC asked whether there could be a poll across the local governing bodies and training sessions arranged between schools at mutually convenient times and more local locations to encourage attendance.</p> <p>JR confirmed that schools often host training events inviting other local schools, even beyond their MAT.</p> <p><u>ACTION: LC to send list of training needs to RO to discuss at next MAT chairs meeting on 13 December 2017.</u></p>	<p>LC 12/12/17</p>
20	<p>Receive reports and evidence from any governor visits</p> <p>Reports received from DP, RO and JR and circulated in advance of meeting. LC has also filed a report today.</p> <p>RO reminded all governors to send in their draft reports to the member of staff or CB before submitting these for filing.</p> <p><u>ACTION: All governors to file outstanding reports from recent school visits.</u></p>	<p>All Governors</p>

21	<p>Review Governors Monitoring/Impact</p> <p>The Spring 2018 calendar was circulated in advance. It was noted that this is living document prepared prior to academisation, and as such will require careful re-consideration each term and amendment where appropriate. RO stressed the need for Committee Chairs to take responsibility for preparing January agendas and to be aware that a newly-appointed Clerk may need additional support.</p>	
22	<p>Academisation Update</p> <p>LC attended the last Trustee meeting on behalf of EW. She reported that the meeting focused on a presentation from the auditors who ran through the Academy accounts. These accounts need to be signed off by the end of December 2017. Condition improvements across the four schools were also discussed and the need to make the bid as strong as possible if it is to be successful.</p> <p>RE attended the Members meeting this morning and said that it was agreed that the Members be more actively involved with the MAT Board going forward. The final accounts were discussed, and RE explained that the current deficit is an expected consequence as the accounts project long term liability including all staff pensions. Once all school buildings and land have been transferred from the previous Trust to the MAT, the deficit will be addressed. RE also clarified that Members should have a role in recruiting the MAT board.</p> <p>Allison is offering MAT wide training on HT appraisals and EW confirmed that she will be attending.</p> <p><u>Action: RO requested other governors to attend HT appraisal training and to contact Allison directly to arrange this.</u></p> <p>DP asked when will the auditors produce report their financial report on the MAT?</p> <p>RE confirmed it would be published in January 2018.</p> <p>It was agreed that communication from the MAT is improving and that once a Clerk has been appointed, he or she will be better placed to cascade down information from the MAT as the governing body should not be solely reliant on EW and CB.</p> <p>DP asked how proactive we expect the MAT to be?</p> <p>RO answered that is expected to be proactive in order for it to thrive and grow. JR added that OFSTED will be looking at leadership starting with the MAT and that it is crucial that we all communicate well.</p> <p>DP asked how much this local governing board is expected to know about what happens in other schools?</p> <p>JR replied that the priority for our local governing body is to know this school, and the impact the MAT has on teaching and learning in this school.</p> <p>CB confirmed that she provides regular information about teachers and heads sharing best practice but she can also provide information about leadership matters too.</p>	<p>All Governors</p>
23	<p>Dates and time of next -meetings</p> <p>13 March 2018 FGB</p>	

24	Part 2 discussion - recorded separately	

Attachments: as per email pack

There being no further items to discuss the meeting closed at 6.45pm

Signed Dated.....